

National Aeronautics and Space Administration



# SSC CIO

Office of the Chief Information Officer

**NASA IT Vision:** *The NASA IT  
Organization is the **very best**  
in government*

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SSC Chief Information Officer**

**08/15/2011**

## SSC RECORDS RETENTION FACILITY



The Stennis Space Center (SSC) Records Retention Facility is a centralized location for all SSC records, Records Management staff, and the SSC History Office. The building is a storm resistant facility and provides a secure environment for records housing.

## **SSC RECORDS RETENTION FACILITY OVERVIEW**

- The Records Retention Facility was constructed in accordance with The National Archives and Records Administration (NARA) requirements for records storage, making it the first NARA compliant facility in the agency.
- Stennis Space Center's Records Retention Facility became operational in May 2010.

## SSC RECORDS RETENTION FACILITY OVERVIEW

- The SSC Records Retention Facility ensures that the required federal records are preserved, managed and accessible to all interested personnel.
- The facility provides 20,000 cubic feet of records storage capacity for the purpose of managing the centers consolidated records within a central, protected environment.



Records housed in the facility are in the form of

- Paper
- Optical
- Film
- Magnetic media



## SSC RECORDS RETENTION FACILITY OVERVIEW

Located within the SSC Records Retention Facility, the Records Management Office provides comprehensive records management services in the form of:

- Storage and life-cycle management of inactive records of all media types
- Digitizing/scanning of records and documents
- Non-textual/digital electronic records media storage, migration and transfer
- Records Remediation

## SSC RECORDS RETENTION FACILITY CAPABILITIES

### Records Storage

- Manage records in The Records Storage Tracking Inventory Database (ReSTID)
- Indexing of Records
- Disposition of Records
- Records Retrieval
- Shelving
- Contamination Facility for Mold Remediation
- Records Destruction



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## SSC RECORDS RETENTION FACILITY CAPABILITIES

### Document Scanning

- Large Volume
- Color Imaging
- OCR (Optical Character Recognition)
- Flat Bed and Document Feed Scanning
  - 90 Pages Per Minute
- HP Design Jet T1120 Large Format Scanner
  - Can accommodate items up to 42" Width



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## SSC RECORDS RETENTION FACILITY CAPABILITIES

### Document Management

- Process NASA HQ Directives
- Process SSC Directives
- Process SSC Agreements
- Training on Master Records Index Implementation
- Training for Records Liaison Officers on Records Submission and Records Retrieval Process





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## QUESTIONS AND CONTACTS

Records Documentation Management Office

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